

UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
New Item Form

Vendor # _____ Representative _____ PO # _____

Shipping Point _____

Phone _____ FOB _____ Carrier _____

Item #1						
NABCA Code	Primary Class Code	Secondary Class Code	Alcohol Content	Size (ML)	Case Pack	Description
1	2	3	4	5	6	7
<div style="border-bottom: 1px dashed black; height: 10px; width: 100%;"></div>						
Small Winery Y/N	FOB Case Price	Freight Rate Per 100 lbs	Case Weight	Retail Price	Case Quantity	
8	9	10	11	12	13	
<div style="border-bottom: 1px dashed black; height: 10px; width: 100%;"></div>						

Item #2						
NABCA Code	Primary Class Code	Secondary Class Code	Alcohol Content	Size (ML)	Case Pack	Description
1	2	3	4	5	6	7
<div style="border-bottom: 1px dashed black; height: 10px; width: 100%;"></div>						
Small Winery Y/N	FOB Case Price	Freight Rate Per 100 lbs	Case Weight	Retail Price	Case Quantity	
8	9	10	11	12	13	
<div style="border-bottom: 1px dashed black; height: 10px; width: 100%;"></div>						

See page two of this form for completion instructions.

UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
New Item Form Instructions

1. NABCA Code: If none will be used, leave blank.
2. Primary Class Code: Use the three letter Utah category list. If imported, this is primary. If domestic or a blend of grapes, list primary varietal first.
3. Secondary Class Code: Imports use this only if the varietal grape is listed on the label. Imported blends would insert primary varietal code here, but only if listed on label. Domestic blends would use this for the second highest varietal content.
4. Alcohol Content by Volume: List the product proof if a spirit.
5. Size in Milliliters: 1500, 750, 375, for example.
6. Case Pack: This must be verified.
7. Description: Thirty characters (one character per line) including any spaces or punctuation. Must be consistent with listing descriptions in the Utah Alpha Product Price List, with exact spelling, capitalization, and punctuation matching current listings. Order generally to follow:
 - a. Winery name.
 - b. Grape as listed on label. (Imports would be appellation here.) If a secondary brand is prominent (after the primary brand) that name goes here (i.e. St. Michelle Eroica Riesling).
 - c. Appellation or vineyard designate (i.e. St. Michelle Chard Indian Wells).
 - d. Designation here for such as Late Harvest (LH), Kabinett (K or Kab), Special Selection (SS or Spec Sel), etc. Try to be consistent with other listings.
 - e. Comma, followed by two digit vintage designate.
8. Approved for Small Winery Discount: If yes, enter Y, if no, enter N.
9. FOB Case Price.
10. Freight Rate Per Hundred Pounds: If quoted cost is delivered (which includes freight) put a zero (0) in this space.
11. Case Weight: Use an average of 35 lbs for 12 pack -750 ml, 18 lbs for 6 pack – 750 ml (or 12 pack – 375 ml). If you know this case is significantly over 35 lbs, use actual case weight.
12. Retail Price: Use the DABC online price calculator located at http://www.abc.utah.gov/online_services/new_vend_calc.html to calculate retail price.
13. Suggest initial Order Amount.